

MONROE COUNTY

JOB DESCRIPTION

Position Title: CARPENTER

Date: 01/14/99

Position Level: 5

FLSA Status: Nonexempt

Class Code: 5-5

Pumar-Pam 6/10/04 3:18 PM

Deleted: 1210

GENERAL DESCRIPTION

Primary function is to perform carpentry skills in the construction, restoration and maintenance of County buildings and park facilities.

KEY RESPONSIBILITIES

1. *Analyze work order requests and develop a cost effective and efficient plan in order to complete the job.
2. *Provide a list of materials with prices in order to obtain purchase order.
3. *Purchase materials with purchase orders and transport to job site locations.
4. *Duties include but are not limited to: Adjusting and installing doors, installing and repairing locks, build frames and shelves, installs air conditioners, soap dispensers, papertowel dispensers. Builds cabinets and furniture, constructs walls, etc.
5. *Check and maintain tools and equipment periodically in order to ensure proper operation and safety.
6. *Keep work area clean and organized and use safety cones and signage when required.
7. Complete appropriate paperwork in the performance of daily duties.

* Indicates an "essential" job function.

The information on this description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this job.

Position Title: CARPENTER	Class Code: 5-5	Position Level: 5
----------------------------------	------------------------	--------------------------

KEY JOB REQUIREMENTS	
<i>Education:</i>	Vocational or Technical School required.
<i>Experience:</i>	2 to 3 years.
<i>Impact of Actions:</i>	Decisions and impact are limited to decisions and planning within a small work group or project team.
<i>Complexity:</i>	Basic: Work consists of moderately complex procedures and tasks where analytic ability is required. Work may involve the comparison of numbers, selection of appropriate guidelines and procedures, or identification of appropriate actions to follow. Answers are usually found by selecting from specific choices defined in work policies or procedures.
<i>Decision Making:</i>	Basic: Ongoing supervision is provided on an "as needed" basis. Some independent judgment is necessary to select and apply the most appropriate of available procedures.
<i>Communication with Others:</i>	Requires regular contact within the department and with other departments, outside agencies and the general public, supply or seeking information.
<i>Managerial Skills:</i>	Has responsibility or authority which is limited to the direction of temporary workers.
<i>Working Conditions/ Physical Effort:</i>	Work requires occasional physical exertion and/or muscular strain. Work involves several disagreeable elements and/or exposure to job hazards where there is some possibility of injury.
<i>On Call Requirements:</i>	On call 24 hours pending disasters.
<i>Other:</i>	Requires Florida Drivers License.

APPROVALS		
<i>Department Head:</i>		
Name: _____	Signature: _____	Date: _____
<i>Division Director:</i>		
Name: _____	Signature: _____	Date: _____
<i>County Administrator:</i>		
Name: _____	Signature: _____	Date: _____

On this date I have received a copy of my job description relating to my employment with Monroe County.

Name: _____ Signature: _____ Date: _____